NETC MCP BEST PRACTICES

OFFICE OF NETC IG

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MCP Policy

- FMFIA 1982 (Public Law)
- OMB Policy
- GAO Standards
- SECNAVINST 5200.35D
- Other SECNAV Guidance
- NAVY Audit's Role

MCP Guidance

- SECNAV (FMO) SOA Process
- OPNAVINST 5200.25C
- CNO Guidance
- CNETINST 5200.6C
- NETCNOTE 5200

NETC MCP

- Praised by Navy Audit & Navy IG
- Focus: Understanding & Documenting Processes
- Processes are Integrated into:
  - ✓ MCAs (NETC Inspections)
  - ✓ Self-Assessments
  - ✓ Annual SOA
  - ✓ Periodic Audits/Reviews

MCP Navy Audit Opinion

- Managerial Efforts
- User Friendly
- Flowcharts (Define Processes)
- Documentation (Supports Testing)

MCP Key Elements

- Management Involvement
- Work Process/AU Inventory
- Flowcharts (Process Analysis)
- Internal Control Testing
- ORM Assessment
- Annual Cert Statement

MCP Processes

- Universal Processes - MCA
- Mission Critical
- Associated Support

MCP Benefits

- Dovetails with MCA
- MCA's Every 3 Years
- Not All Areas Examined
- Fewer People Doing MCA's
- CO's Need Internal System
- Basis for Self-Assessment

MCP Annual Cert

- NETCNOTE 5200
- Cert Statement
  - ✓ Managers Involved
  - ✓ Chain of Command Effort
- Accomplishments
- Material Weaknesses

MCP/MCA Pointers

- Coordinator
- Managers Involved
- Cert Statement
- Process Inventory
- Flowcharts
- Evidence of Testing/ORM
- Training

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Program Interaction

- Management Control Program
- Mission Capability Assessment
- Command Evaluation Program

All programs interlink and support one another

Process Improvement

- Identification of all work processes
- Frequency of Checks / Risk level
- AU/WP Plan
  - Tracks weaknesses
  - Lists the date of last/next check

rocess improvement is continuou

MCP Coordinators

- Area Command participation
- HQ PM/FD/SA participation
- Annual MCP Overview held at HQ to provide updates and provide guidance to new coordinators

MCP/MCA Coordinator

- Usually same person
- Provides coordinator with other examples of internal control and process improvement efforts

Flowcharting

- Initially resisted
- Useful tool in determining process owner knowledge and comfort level
- Usually needs adjustments after or during an MCA
- Should require fewer modifications upon completion of a full MCA cycle (3 year period)

SOA Tool

- All coordinators are registered SOA Tool users
- Managers and supervisors do not currently have access to the tool
- Messages are sent to coordinators requesting status of prior period weaknesses